BHD MILWAUKEE COUNTY
Behavioral
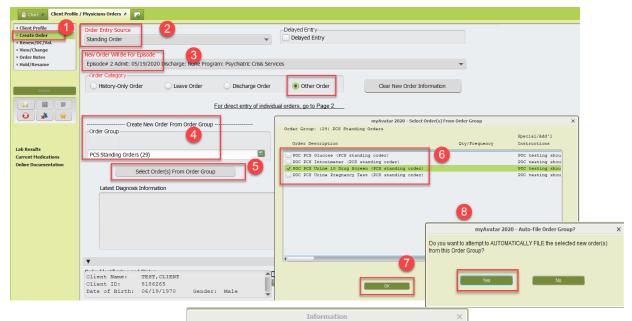Health
Division

myAvatar™

Tips and Tricks

Point of Care (POC) Standing Orders in PCS- use these guidelines to order, administer and document results for POC, Standing Order tests completed in PCS. (Reference Policy POC Testing in the PCS) http://milwaukeebhd.policystat.com/policy/7905630/

In PCS, there is a standing order policy (link above) for urine drug screening (UDS), urine pregnancy testing, breath analysis for alcohol levels (breathalyzer), and finger stick blood glucose testing (FSBG). Please follow policy guidelines for ordering and administering these labs.
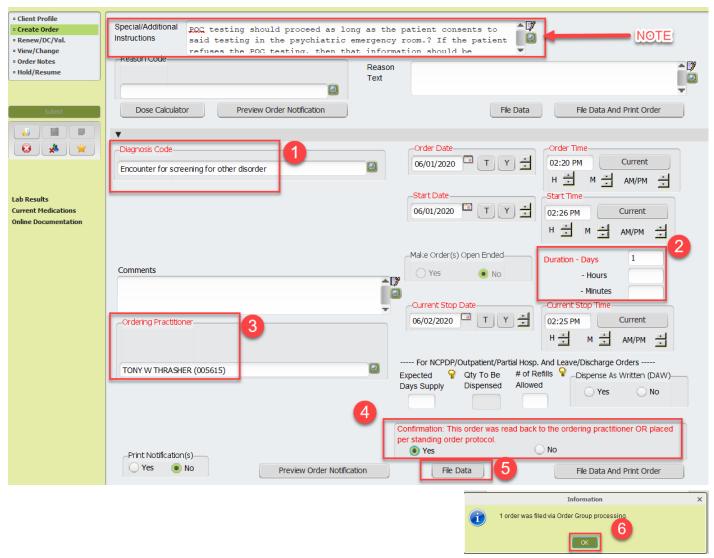
There are 3 components to documenting these tests in Avatar: (A) ordering the appropriate POC test/s in the Client Profile/Physician's Orders Form, (B) administering the test/s in the eMAR, and (C) documenting test results in the Lab Test Form.

A. **Order the POC test/s using the Client Profile/Physicians Orders Form.** From Home View, select the client. In the Search Forms box, enter 'Client profile' and select the Client Profile/Physician Orders Form. As needed, click OK to bypass the client allergies and hypersensitivities warning pop-up. The form opens.
   1. Select Create Order
   2. Select Standing Order from the Order Entry Source drop-down list.
   3. Verify order is for correct episode. Order Category will default to 'Other Order'.
   4. In the Order Group search box, enter PCS and select PCS Standing Orders.
   5. Click 'Select Order/s From Order Group'.
   6. Select appropriate orders for the client.
   7. Click OK.
   8. Click Yes to the Auto-File Order Group pop-up and OK for the Information pop-up
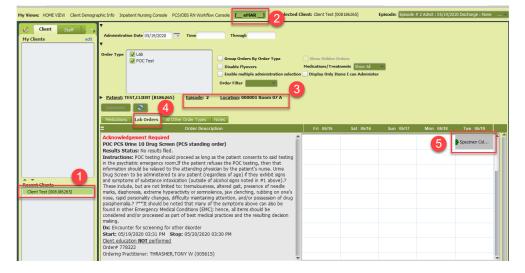
Note important policy considerations in the Special/Additional Instructions box. Open this text box for additional policy information.

1. Enter 'Encounter' in the Diagnosis Code search box and select 'Encounter for screening for other disorder' (Z13.89). This diagnosis will be used for all of the 4 standing order POC lab tests.
2. The Duration information will default to 1 Day.
3. Enter the name of the <u>Attending</u> Practitioner in the 'Ordering Practitioner' box.
4. Select Yes for the Confirmation attestation.
5. Click File Data.
6. Click OK to the Information filing pop-up. If more than 1 POC lab test was ordered, repeat steps 1-4 above and file each order. When finished, close the form.
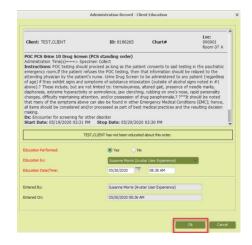

B. Administer the POC test/s in the eMAR:

1. Select the client.
2. Select the eMAR Console.
3. Make sure the appropriate episode of care is selected.
4. Select the Lab Orders tab. The POC test/s are displayed in the Order Description.
5. Double-click on Specimen Collection to acknowledge the order, document that education was performed, and document order details.
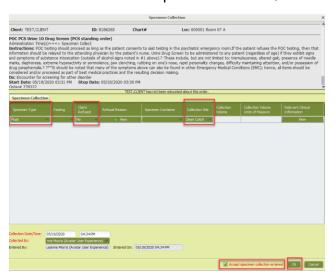
Acknowledge the Order and indicate education was performed on the following 2 administration record pop-ups.

Document details of the specimen collection, click to 'Accept specimen collection entered' and click OK.

If client refuses the specimen collection, select No and indicate the refusal reason.

Time stamp of specimen collection is displayed on the MAR.

C. **Document test results in the Lab Test Form.** From Home View, select the client and enter 'lab test' in the Search Forms box. Select the Lab Tests Form.

Select the appropriate Episode of Care as needed. Click OK.

1. Select 'Yes' to enable the other fields in the form.
2. Select the appropriate POC test from the drop-down list (UDS, Urine Pregnancy, Intoximeter, and Glucometer are the 4 standing order POC tests).
3. Enter the test date.
4. Enter test result and test note (as needed).
5. Enter results for other POC tests as needed.
6. Submit the form.

Recent POC lab results can be viewed on the Recent POC Lab Results widget in the client's Chart.